



# **Rachel Carson Elementary**

**2021-2022  
Handbook**

# **Welcome to Rachel Carson**

## **2021-2022**

Hello and welcome to the 2021-2022 school year!

While the Covid-19 pandemic has been greatly impactful on our students and school community, I am ecstatic to have students back in the building full time where they will learn, grow, and work towards achieving their limitless potential!

Our Carson staff provides a high-quality education where students learn the skills and habits to become life-long learners. These skills will undoubtedly open doors and opportunities for each student to lead a rewarding, responsible life as a contributing member of our community and greater society. I am looking forward to partnering with our Rachel Carson community, as we work together in each child's education.

At Carson we truly see all stakeholders as valuable resources and assets as we work together to fulfill the LWSD's mission and vision for each student. It has been an honor to be an administrator at Rachel Carson for the last six years and work within our Sammamish community. If you ever have questions, please feel free to reach me at [spower@lwsd.org](mailto:spower@lwsd.org).

It is truly a great day to be a Falcon!

Scott Power  
Principal, Rachel Carson Elementary



# Rachel Carson Elementary School

1035 244<sup>th</sup> Ave NE  
Sammamish, WA 98074

**Scott Power, Principal**

e-mail - [spower@lwsd.org](mailto:spower@lwsd.org)

**Liz Forba, Associate Principal**

e-mail - [eforba@lwsd.org](mailto:eforba@lwsd.org)



## **Important Numbers:**

**Main office:** 425-936-2750

**Safe Arrival** — 425-936-2751

(Please call in to report any absent or late students)

## **Emergency Numbers:**

Police Department — 911

Fire Department — 911

Poison Control — 206-526-2121

# Rachel Carson Elementary

1035 244<sup>th</sup> Ave NE

Sammamish, WA 98074

Office Phone: 425-936-2750 Safe Arrival Phone: 425- 936-2751 Fax Number: 425- 836-0834

## Daily In Person Schedule 2021-2022

8:45 a.m. Students arrive  
**8:45 a.m. First Bell Ring- all students enter their classrooms**  
**8:50 a.m. School begins**

10:30-11:00 a.m. K Lunch  
10:30-11:00 a.m. 1<sup>st</sup> Recess  
11:00-11:30 a.m. K Recess  
11:00-11:30 a.m. 1<sup>st</sup> Lunch

11:30-12:00 p.m. 2<sup>nd</sup> Lunch  
11:30-12:00 p.m. 3<sup>rd</sup> Recess  
12:00-12:30 p.m. 2<sup>nd</sup> Recess  
12:00-12:30 p.m. 3<sup>rd</sup> Lunch

12:30-1:00 p.m. 4<sup>th</sup> Lunch  
12:30-1:00 p.m. 5<sup>th</sup> Recess  
1:00-1:30 p.m. 4<sup>th</sup> Recess  
1:00-1:30 p.m. 5<sup>th</sup> Lunch

2:05-2:20 p.m. K, 1 Recess  
2:20-2:35 p.m. 2, 3 Recess  
2:35-2:50 p.m. 4, 5 Recess

**3:20 p.m. School Ends (Mon, Tues, Thurs. Fri.)**

3:30 p.m. Buses Depart

**Wednesday Schedule:** 1:50 p.m. School Ends  
2:00 p.m. Buses Depart

On Special half days & conference days school is out at 11:50am

## 2021-2022 CARSON STAFF

<b>KINDERGARTEN:</b> Cheryl Hayes Jennifer Maxfield/Kelli Brewer Aimee Heimbigner	<b>FIRST GRADE:</b> Shar Luck Allie Holler Char Wavra Mackenzie Haynes
<b>2<sup>ND</sup> GRADE:</b> Jennifer Balke Kelsey Tallquist/ Kelsie McNairy Samantha Wilson	<b>3<sup>RD</sup> GRADE:</b> Peter Hall Anna Rappuhn Melissa Scott Danielle Snow
<b>4<sup>TH</sup> GRADE:</b> Mary Lou Luce Cale Knutson Heather Carter	<b>5<sup>TH</sup> GRADE:</b> Julie Balke Jyoti Mohan Jody Louise
<b>PRESCHOOL:</b> Meegan Liu- Sped Preschool Rachel McClary- Sped Preschool Tammy Sarangay- Sped Snaps Staci Allen- Sped Snaps Ashton Skadsen- Sped Snaps Shahina Nasar - Preschool classified teacher Jenna Burke - Preschool classified Teacher Kimberly Allen - Preschool Para Roula Yousef- Preschool Para Delia Pelaez-Alvarez- Preschool Para Caitlin Gallagher- Preschool Para Lisa Richerson- Para, Snaps Syma Hussain- Para, Snaps Cheryl Lawler- Para, Snaps Shannon Hanson - SLP preschool	<b>IA/PARA:</b> Amy Kirschner-IA Kirsten Holsan-IA Mitzi Adler-IA Kay Collins-IA Dawn McDonald- IA Sylvia Rieck-IA Sudha Sharma-IA LakshmiAnusha Kakaraparthi-IA Mansi Jindal- IA Laura Wahlquist-Para Meribeth Holec- Para Leana Featonby – Para Kelsey Benmessaouda- Para Susan Ossinger- Para Jenn Henrich- Para
<b>SUPPORT STAFF:</b> Whitney Saura- Sped Brenna McCleary- Sped Melissa Kochovos- Inclusion/LC Sped Angela Jobe- ELL Lindsay Emiliusen- Safety Net Britany Driftmier- Counselor Denise Radecke- Psychologist Lisa Dermody- Nurse Joanne Mathews- SLP Stephanie Lillybridge- OT Bev Marcinko- PT Mary Ellen Pesavento- Spec Svc Andrea Menninger- K5HC	<b>SPECIALISTS:</b> Stacey Daniels- Library Cindy Depenthal- Music Mathew Sparkuhl- PE  <b>OFFICE:</b> Scott Power- Principal Liz Forba- Assoc. Principal Julie Henderson- Office Manager Janet McPhillips- Office professional/Registrar Candice Wheeler- Heath Room OP Terry Peterson- Health Room OP Steve Henson- AM Custodian Slavko Dobranic- PM custodian

## August 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25*	26*	27*	28
29	30*	31*				

## September 2021

S	M	T	W	Th	F	S
			1*	2*	3*	4
5	6	7*	8*	9*	10	11
12	13	14	15	16*	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11*	12*	13	14*	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## November 2021

S	M	T	W	Th	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12*	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30				

## December 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## January 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19*	20	21	22
23	24	25*	26	27*	28*	29
30	31					

## February 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7*	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## March 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April 2022

S	M	T	W	Th	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18*	19*	20*	21
22	23	24	25	26	27	28
29	30	31				

## June 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9*	10*	11
12	13	14*	15	16	17*	18
19	20	21	22	23	24	25
26	27	28	29	30		

## July 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Important Dates

Aug. 25-31	LEAP Days
Sept. 1	First Day of School (grades 1-12)
Sept. 1-3	Kindergarten Family Connections
Sept. 6	No school - Labor Day
Sept. 7-9	First Day of School for Kindergarten (Staggered)
Sept. 8	1.5 hrs. early release schedule begins
Sept. 9	First Day of Preschool
Sept. 16	First Day of SNAPS Preschool
Oct. 11, 12, 14	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Oct. 15	No school - LEAP Day
Nov. 5	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 24	Half Day
Nov. 25-26	No school - Thanksgiving Vacation
Dec. 20-31	Winter Break
Jan. 17	No school - MLK Jr. Day
Jan. 19	Elementary Grades Due
Jan. 25, 27, 28	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)

Jan. 28	Last Day 1st Semester (Secondary)
Feb. 7	Secondary Grades Due
Feb. 17-18	No school - Mid-Winter Break
Feb. 21	No school - Presidents Day
March 11	No school - LEAP Day
April 1	Last Day 3rd Quarter (Secondary)
April 4-8	No school - Spring Break
April 15	Secondary Grades Due
May 18, 19, 20	Preschool Conferences (No Preschool Programs)
May 27	No school - LEAP Day
May 30	No school - Memorial Day
May 31	Snow Make-up Day
June 9	Last Day of SNAPS Preschool
June 10	Elementary Grades Due
June 14	Last Day of Preschool
June 17	Half-Day - Last Day of School Last Day 2nd Semester (Secondary) Secondary Grades Due

### Key

 No School	 Half Day	 First/Last Day
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\* Check Important Dates Section

### Wednesday schedule:

**1.5 hrs. early release for students**

LEAP=Learning Enhancement Academic Planning

**Calendar is subject to change.  
School year may be extended due to inclement weather.**

Updated 6/23/21

# General Information

## Attendance and Safe Arrival

School starts at 8:50 AM with the second bell.

Students should come to school **no earlier than 8:35 AM**. Students go directly to their classroom outside line and enter the building with their teacher after the first bell at 8:45 AM. If a child arrives **after the 8:50 AM bell, they are late** and need to stop by the office for a Late Admit Slip. Please note: **Students are marked tardy when they arrive at the 8:50 AM bell. Parents will need to escort children to the building using the Intercom Entry system at the front door after the 8:50 AM bell.** An absence is recorded when a student misses more than 60 minutes of class time as either a ½ day AM or ½ day PM. Students are to remain on the school grounds during the school day.

**Please, remember to call the Safe Arrival line at (425) 936-2751 when your child will be absent or late.**

The parent or legal guardian of any student who is going to be absent or tardy is requested to call the school on the 24 hour Safe Arrival line. You can leave a message with the following information: Your child's name, grade and teacher's name along with a message telling whether your child will be absent or late. Even if the teacher is notified by the parent or guardian, it is important that the call is made by the parent or guardian to the Safe Arrival line. If the school is not notified, an automated phone call that is generated from the LWSD electronic student system will call you to inquire about your child's absence at 10:00 AM. If the school is not notified the absence is considered un-excused.

In 1995, the State Legislature implemented the Washington Compulsory Attendance Law. The law requires all parents, guardians, or other legal custodians of juveniles to ensure that children between the ages of 6 and 18 attend school. The BECCA officer may file a petition with the juvenile court for violation of the State Compulsory Attendance Law by the parent or by the child. Action taken by the court could result in a fine of \$25 per day and/or community service. Rachel Carson has an attendance policy to promote students attending school and arriving to school on time to comply with the Washington State Attendance BECCA Law. According to the law, illness is the only acceptable excuse for absence. Regular, timely attendance is an expectation and a critical component of student success.

Admit slips will be written beginning at 8:50 AM per the school wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues. At five (5) absences/ tardies in a sixty (60)-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.

- At 10% tardy or absences, a letter will be sent from the Principal to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.
- If there is not improvement, and tardiness or absenteeism remain at 10% or greater, there will be another letter requiring parents to make an appointment with the principal.
- If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and Principal.

There may be some exceptions to this based on individual student situations and circumstances.

We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:20 PM. Please, write a note to your child's teacher so the teacher or substitute teacher will know there is a change in your student's plans. Teachers are not always able to read E-mails during the school day, also if the teacher is not at school that day due to a training class or sickness, the substitute teacher does not have access to the teacher's emails, so please, send a note with any changes for your student.

Parents must come into the office to sign their child out for early dismissals. Students cannot wait outside for parents to arrive. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning, and they will be asked for identification if they are not on the emergency card. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable. Due to the enormous number of classroom interruptions, we will not call into the students classrooms after 3:05PM, only in emergencies situations.

## **Our District's Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425.529.5763
2. **Text:** Text your tip to 425.529.5763
3. **Email:** 1342@alert1.us
4. **Web:** <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **Enrollment/Variances**

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance).

Variances are accepted on a space available basis. Refer to the school district website, [www.lwsd.org/parents/studentregistration](http://www.lwsd.org/parents/studentregistration) for timelines and processes.

## **After School Changes and Bus Passes**

To alleviate classroom interruptions and protect learning, students are not called to the phone. Urgent messages will be communicated to them. Please, discuss after-school arrangements (going home with a friend, riding the bus, etc.) before your child comes to school.

### **Bus Passes** (For 2021-2022 School year -No Bus Passes allowed)

A written note from a parent/guardian is required if your child is to ride the bus home with another student. This should be sent to the office to receive the appropriate Bus Pass to give to the bus driver. Please send all changes in writing to the teacher, in case the teacher is not there and they have a substitute that day. Please do not email changes unless emergency.

### **After School Dismissal**

School ends at 3:20 PM M/T/TH/F – Wednesday at 1:50 PM. Students not picked up by 3:30 PM or 2:00 PM will come to the office to wait for their parent/guardian to pick them up. Late parents will have to come into the office and sign the student out if they arrive later than 3:30 PM.

## **Alcohol, Drug and Tobacco-Free School**

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activities.

## **Cell Phone Use**

Students are not permitted to use cell phones during school hours. Cell phones must be turned off and stored in back packs. If a student does not comply with this policy, the cell phone will be confiscated by a staff member, and parent(s) will be notified.



## **Beliefs**

### **We believe**

a safe, warm and inviting school climate is fostered by an environment which includes courtesy, role modeling and mutual respect.

### **We believe**

the curriculum will be clear and challenging for all students, at all levels with definite levels of achievement.

### **We believe**

when students are inspired and excited about learning, they are able to meet the teachers' well-defined and high expectations.

### **We believe**

instruction will be flexible and include effective modeling, discovery and a clear statement of high expectations.

### **We believe**

frequent communication between parents, teachers and students as equal partners is essential in building open, respectful and positive relationships.

### **We believe**

educational priorities will guarantee that a child's sequential development be considered in the teaching of all academic and social skills.

### **We believe**

the learning environment will be friendly and comfortable, encouraging children to ask questions, express doubts and take chances.

### **We believe**

students will be responsible for their own behavior and will show respect for themselves and others.

## **Books**

Students are responsible for the proper care of textbooks and library books and must pay for lost or damaged books. Students will be required to pay fines for damaged textbooks in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks issued when leaving the school or at the end of the school year.

## **Bicycles, Skateboards, and Rollerblades**

A Bicycle Permission Form is available in the office. Parents and students are required to complete a permission form for 4<sup>th</sup> and 5<sup>th</sup> grade students riding bicycles to school. Students in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades are asked to leave bicycles at home, or get special authorization from the office.

Every rider is required to wear a helmet and lock their bike in the bike rack. Bicycles are to be walked on and off the school grounds.

Because of safety and liability concerns, the district does NOT allow skateboards, rollerblades or scooters on school grounds; therefore, students are asked to leave skateboards, roller blades and scooters at home.

## **Bike Rules**

Students who are in grades 4<sup>th</sup> and 5<sup>th</sup> are eligible to apply for membership to the Safe Bike Rider Club at Rachel Carson Elementary School. Students who are members will be responsible for the following rules. Students who violate these rules risk the suspension, or loss, of their bike riding privileges.

1. All bikes must be parked in the bike rack.
2. Every rider must wear an approved safety helmet when riding to and from the school.
3. All bikes must be walked on and off the school grounds. Bike riding is not permitted on the school grounds during school hours (8:35 AM – 3:20 PM)
4. Every bike must have a lock. This is the best means of preventing someone from riding your bike. You must have your own lock and not share with a friend.
5. Bike riders shall use all hand signals employed by the driver of a car. (Applicant should learn these if he/she does not know them now.)
6. Keep to the right and ride in a single line. Keep a safe distance behind all vehicles.
7. Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of doors.
8. Never hitch on other vehicles, “stunt” or race in traffic. Never ride two on a bike.
9. Slow down at all street intersections and look to the right and to the left before crossing. Stop at stop signs! At all intersections where school patrol is present, you must dismount and cross in the crosswalk, pushing your bike as a pedestrian.
10. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
11. Both hands should be used in steering the bike except when using one hand for signaling.
12. Be sure your brakes are operating efficiently and keep your bike in perfect running condition.
13. Give pedestrians the right of way. Since pedestrians and bikes share the sidewalks and other paths – some special care must be taken as the walkers have the right of way.
14. Obey the Safety Patrol adults and student patrol.
15. Private property must always be respected.
16. Safe Bike Rider Club Membership form must be filled out and on file in the office for each year.

# RACHEL CARSON ELEMENTARY

## SAFE BIKE RIDER CLUB MEMBERSHIP

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Teacher: \_\_\_\_\_

Bike Model and Color: \_\_\_\_\_

Bike Serial Number: \_\_\_\_\_

Make of Helmet: \_\_\_\_\_

### **FOR PARENTS:**

I give my child permission to ride his/her bike to school and to park it in the approved bike rack. I will provide a locking device to prevent theft. My child will wear an approved safety helmet when riding to and from school. I understand that the school and the Lake Washington School District are not responsible for lost, damaged or stolen bikes or for any injury my child may incur enroute to and from school.

I agree to the bike rules that are found in the handbook.

PARENT SIGNATURE: \_\_\_\_\_

### **FOR STUDENTS:**

I understand that I may ride my bike to and from school in a safe manner, and I may not ride it during school hours. I will wear my safety helmet at all times while riding my bike. I will lock my bike in the bike rack. I will obey the bike rules. If I do not obey the rules, I know that the right to ride my bike to school will be suspended.

STUDENT SIGNATURE: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

School Official Signature: \_\_\_\_\_

## **Civility Code of Conduct**

No matter what language we say it in, the meaning stays the same. It is a small word packed with life changing principles. Whether this is your first year at Carson or you have been a part of this great community since the day the school opened its doors, civility plays a vital role in keeping our school functioning in the most optimal way possible.

**ci-vil-i-ty - Noun**

- 1. courtesy; politeness**
- 2. a polite action or expression: an exchange of civilities**

**French: courtoisie**

**Russian: вежливость**

**Spanish: cortesía**

**Indonesian: kesopanan**

At Rachel Carson Elementary, I believe that practicing civil behavior helps create a positive and successful learning environment. As an adult, I recognize the important role I have in the eyes of Carson students to model these key tenants of civility – thereby championing the kind of responsible, considerate, and positive behavior I hope to instill in children.

**As an adult member of the Carson community, I strive to create an atmosphere of respect as I:**

### **Share Responsibility for Carson**

- I take ownership for the school's success by helping Carson to be a safe place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

### **Honor the Professional**

- I demonstrate trust and confidence in the professional expertise of all staff members and acknowledge the various parenting styles within our community, believing everyone operates with the best intentions.

### **Collaborate with One Another**

- I will share ownership of problems by not shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

### **Use Positive Communication**

- I respect the dignity, diversity, and well-being of all adults and students by making sure to think first and act second, being respectful through tone of voice, choice of words, and body language, and by directing my question to the source.

We look forward to working as a community to positively influence our children.

# The Rachel Carson Staff

## Classroom Assignments at Rachel Carson Elementary

2021-2022

The classroom assignment process is very comprehensive. The staff have put time, effort, and care in developing classroom groupings that result in offering every child equal consideration in the assignment process. Many factors play a part and are carefully considered in the decision process. These factors include:

- Developing classes that reflect the full range of academic abilities.
- Distributing the number of students equally within each grade level classroom.
- Balancing the number of boys and girls.
- Considering the needs of dependent and independent learners.
- Maintaining an equal distribution of students who might have a positive or negative influence on other students.
- Parent input based on unique social or academic needs.

After the class assignment is received, if you request that your child be moved to a different class, the following process will be used:

1. A "Review of Classroom Assignment" form will be completed and turned into the office by **Friday, September 17th, 2021, 1:00 PM.**  
Forms will be available in the office after September 7<sup>th</sup>, the first day of school.
2. The teachers from the sending grade level will meet with the Principal to review the request and make any changes based on the given educational concern.
  - No child who is in a class in September will be bumped from that class in order to accommodate a request for change in student classroom assignment.
  - Priority will be given to those who filled out a "Parent Input Form" in the spring.
  - Priority will be given to those who have a compelling educational concern.
3. Any request for a change of classroom assignment, will be considered three weeks after school starts (after September 24th), to provide a fair opportunity to evaluate the make-up of all the classes.

## Review of Classroom Assignments 2021-2022

Parent's Name \_\_\_\_\_ Child's Name \_\_\_\_\_ Grade this year \_\_\_\_\_

Phone number where parent can be reached during the day \_\_\_\_\_

Evening phone \_\_\_\_\_

I request a switch from \_\_\_\_\_ class because \_\_\_\_\_

Did parent fill out a parent input form in the spring? (If so, we will have this on file in the original form)

Yes      No      (Please circle one)

- 1) What is the educational concern for requesting this change?
- 2) What has your child/student expressed about his/her classroom assignment?
- 3) What type of learning environment do you believe would be more appropriate for your child?

Return by: September 17, 2021 by 1:00 PM

## **Classroom Party Fund**

### Procedures/Policy:

The Rachel Carson staff has determined the following as policy and procedures for classroom events/parties.

- Each classroom will collect a determined sum per child to be used for classroom parties.
- The fund will be used to purchase food, supplies, for three classroom parties.
- Classroom parties will be determined by the classroom teacher and room parent.
- Suggested party themes could include: Harvest, Valentine's, end of the year.
- Room parent will keep/monitor all funds, keeping receipts and record of purchases.
- All classroom funds remaining at the end of the year will be donated to the classroom for books, games, or other classroom materials.
- Classroom party fund will not be used for teacher gifts, only class parties.
- Scholarships are available. Contact Brittany Driftmier, our school counselor, at [bdriftmier@lwsd.org](mailto:bdriftmier@lwsd.org). Complete the confidential Scholarship Request Form and return to Brittany Driftmier.

## **SCHOLARSHIP REQUEST FORM**

Funds to support scholarships are available through the generosity of our PTSA and individual donors through fundraising and are therefore limited.

While no specific income guidelines are used to determine eligibility qualification; Free or Reduced School Lunch programs are a good indicator of eligibility. Regardless of income, each case will be reviewed on an individual basis based on the information provided by the parent/guardian and the funds available.

Scholarships will be considered for the following:

- Outdoor Education
- After School Enrichment Programs
- Field Trips
- All School/Community Events
- Class Funds

Please complete one form per child at least 2 weeks before the date of the event. Return completed forms to the Rachel Carson office in a sealed envelope or email a completed form to [bdriftmier@lwsd.org](mailto:bdriftmier@lwsd.org). Forms will remain entirely confidential and will only be reviewed by our counselor. You will be contacted within 3 school days with an update of your request.

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**Student Name** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Event** \_\_\_\_\_

**Date(s) of event** \_\_\_\_\_

**Event Fee \$** \_\_\_\_\_

Amount, *if any*, you can contribute to the fee: \$ \_\_\_\_\_

Is there anything you would like us to know about your circumstance in considering your request?

Please describe any non-monetary contribution you can make to the Rachel Carson Community (e.g. Chaperone, Math Night, Science Fair, other volunteer activities).

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **For use by Office Only:**

Date received \_\_\_\_\_

Amount Granted \$ \_\_\_\_\_

Approved Date \_\_\_\_\_ Notification Date \_\_\_\_\_

Copies to: Registrar \_\_\_\_\_ Leader \_\_\_\_\_ Accounting \_\_\_\_\_



## **Conference Weeks**

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

Goal Setting Conferences	October 11,12,14
Report Card Conferences	January 25,27,28

Sign-up sheets will be available from classroom teachers.

Teachers will send home appointment reminders prior to each Conference Week.

## **Curriculum Night**

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers will provide an outline of the curriculum and expectations for the school year.

Kindergarten	September 30	6:00pm
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Grades: 4-5	September 30	6:00pm
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Grades: 1-3	September 30	6:00pm
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Curriculum Night is for parents only.

## **Communication**

The following methods give our parents updated information about classroom activities, curriculum and special events.

*The Principal's Newsletter, The Falcon Flyer*, is a one-page bulletin sent by E-mail twice a month by the Principal. It provides details of upcoming events and programs. The newsletter items are brief. The goal is to provide an update of school events.

Rachel Carson Website: [www.lwsd.org/school/carson](http://www.lwsd.org/school/carson)

## **Discipline Policy**

- Implement a school-wide system to teach life skills and appropriate behaviors
- Be consistent and follow through with logical consequences
- Use positive reinforcement and recognition of positive behaviors
- Use mistakes as learning opportunities and teachable moments
- Hold children responsible for their behaviors and actions
- Have clear expectations
- Communicate with parents
- Encourage children helping other children with behaviors

### **Students are expected to:**

- a. Attend school regularly and on time
- b. Have a hall pass to move about the building during classroom time
- c. Go outside at recesses unless they have permission from their teacher to stay in
- d. Come to school prepared for the school day
  - Have homework finished
  - Have required materials
  - Have notes signed and returned, if appropriate
- e. Be considerate of the rights of others, both students and adults
  1. Show respect
    - Listen to others without interrupting
    - Follow directions
  2. Respect diversity
    - Eliminate use of ethnic, religious, racial and gender teasing and/or put-downs
    - Discourage others from using such put-downs and teasing
  3. Speak and act courteously
    - Call people by their proper names
    - Offer help willingly
  4. Behave safely
    - Walk in appropriate places
    - Avoid causing injury to others
  5. Demonstrate self-control
    - Keep hands and feet to oneself
    - Think before acting
  6. Protect feelings of others
    - Make positive comments to others
    - Treat others as one wishes to be treated

**Parents are asked to:**

- a. Expect their children to conduct themselves in a respectful manner while at school
- b. Encourage and expect regular and punctual attendance of their children
- c. Notify school on all absences and tardiness
- d. Expect their children to be prepared for school each day with a lunch or lunch money, books, finished homework and necessary materials
- e. Expect their children to follow the dress code, as well as have coats and hats for inclement weather
- f. Communicate with their children daily about their school activities, accomplishments and needs
- g. Communicate with teachers as needed
- h. Support and reinforce child to resolve school problems and encourage appropriate school behaviors
- i. Provide the school with the name and phone number of a person who has the authority to act in their absence

**School Personnel will:**

- a. Provide an educational environment in which each child will be valued and expected to learn
- b. Set high standards of excellence for all students
- c. Provide support and programs for all children
- d. Treat each student with respect and dignity
- e. Provide regular and timely communication to parents on their child's behavior and academic performance

**Possible Consequences (In no particular order):**

- a. Verbal warning
- b. Redirection (redirect student to act appropriately)
- c. Students stands in place for 30-60 second and is reminded to "Stop and Think"
- d. Student shadows playground supervisor for a designated period of time.
- e. Discussion of appropriate behavior to replace inappropriate behavior (problem solving)
- f. Apology to another student when necessary (written and/or verbal)
- g. Logical and real-life consequence given for inappropriate choice of behavior.
- h. Lose recess privileges
- i. Sent to principal
- j. Parent conference
- k. Loss of privilege
- l. Notification of law enforcement
- m. In school suspension/out of school suspension
- n. Talk with counselor
- o. School service
- p. Parent contact

It is important to understand the reason we use consequences in life is because we love our children and want them to be able to handle the real world when they grow up; and the real world gives us consequences.

### DISCIPLINE SLIP

Your child received this discipline slip today from a Carson staff member. Please look over the form and discuss with your child how to make wise choices in the future, sign and return.

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Date \_\_\_\_\_

#### Incident

#1

#2

#3

#4

☐

Disruption of the right of others to learn

☐

Disrespect and/or disobeying school rules or personnel

☐

Unsafe or rough behavior, fighting

☐

Threatening, bullying or intimidating actions/comments

☐

Other

The problem indicated above has occurred in area:

Playground PE Music Library Classroom Hallway Bus Lunch Room Other \_\_\_\_\_

#### Notes

Child's Signature: \_\_\_\_\_ Staff Signature \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
White: Parent Yellow: Teacher Pink: Office

### Rachel Carson Elementary Reflection Plan (Parent Signature Required)

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ Referring Staff \_\_\_\_\_

Write or draw what happened:

Write or draw what you could have done:

Parent comment and follow up at home: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

White: Parent

Yellow: Teacher

## **Dress Code Policy**

Student attire must be safe, appropriate and not disruptive to school operations and the learning atmosphere. Student attire shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's attire or appearance. Damage to school property shall not result from the student's attire. Student attire shall not be gang related, nor may it promote illegal activity or activity that violates school regulations, racism, prejudice and ideas inappropriate for elementary students.

Examples of dress expectations are, but not limited to, the following:

- Appropriate elementary school clothing and personal belongings.
- Shoes should be appropriate for physical education activities and playground activities. Open-toed shoes are dangerous during such activities and are, therefore, inappropriate to wear at school. 'Roller Shoes' must have the wheels removed on school campus.
- Clothing and personal belongings displaying designs, pictures, slogans, or insignia pertaining to sex, drugs, alcohol, tobacco, offensive language, violence or gang-related affiliations (including rags, sagging, tag or street names) are inappropriate wear at Rachel Carson Elementary.
- Shorts and skirts need to be beyond the fingertip length of the child wearing them, when the child is standing with arms at their sides.
- Shirts and tops must extend to the waistline with no midriff exposed. We ask that tank tops be reserved for summer vacation. Students may wear sleeveless tops but not thin strapped tops.

If a student dresses inappropriately for school, any staff member may require the student to change clothes, surrender the item and/or be sent home.

## **Emergency Procedures**

In case of an emergency, Rachel Carson Staff are prepared to implement Lake Washington School District plans for the protection and safety of the students. These procedures cover the following emergencies:

Accidents	Weather Related Emergencies
Bomb Threat	Child Abuse
Earthquake	Fire
Lockdown	Interrogation or interviewing of students by law enforcement officials
Rights of Divorced/Estranged Parents	

## **Parent Emergency Information**

Below is important information that you need to know. Please review and make sure anyone authorized to pick up your child is familiarized with the information.

After an emergency, where the students and staff have evacuated the building, and cannot return inside, the following procedures will take place. If it is a severe emergency, the full incident command system will be in place.

You have two options when arriving at school, 1) pick up your children and leave or; 2) stay and volunteer. Below are the descriptions for each.

### **Pick-Up Procedures**

Pick-up Children/Go Home

- Go to Parent Pick-up.
- Fill out Student Release Form for each child.
- The school representative will verify you are authorized for the children you request.
- A runner will be sent to get your children.
- Move to the Wait Here table (walk toward the school along the fence, at the next corner near gym).

### **Volunteering**

Check on Children/Volunteer

- Go straight to the Student Status table (near the dumpster and the gym) – you do not need to stop at the Parent Pick Up station.
- Inform the table attendant who you are checking on (Student Name, Grade, and Teacher).
- They will tell you their location and status.
- Go to the Volunteer table (they will sign you in and assign you a team/area to help).
- When you are finished volunteering, please sign out and fill out a Student Release Form for each child.

### **Getting to School After an Emergency**

- The parking lot will be closed off to allow access only for emergency vehicles.
- If you live close, please walk as traffic will be congested.
- If you drive, please be courteous, park in designated areas.
- If it's a city wide emergency, it may be safest for you to remain where you are as roads may be damaged, power lines may be down. Please, use your best judgment when picking up your student.

## **Family Rights and Privacy Act**

The Lake Washington School district is required to protect families from unauthorized release of certain information about its students. However, directory information may be release without permission of parents unless parents register their objection prior to October 1. Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the new media or law enforcement). This information will not be released for commercial purposes.

## **Health Room/Medication**

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the Heath room to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If a student is currently taking daily medication, parents need to arrange to have the student take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

Following are the Lake Washington School District procedures for administering medication.

- All medications will be administered in the schools between 11:00 a.m. and 1:00 p.m. daily.
- Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime.
- The administering of medication at school should only be considered after all other solutions have been explored.

Parents must pick up all medications on the last day of school.

## **Illness and Injury**

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a "green wrist band". This is to identify them to bus drivers, specialists, and playground supervisors as having some type of head injury. Parents will continue to be notified of the child's head injury.

If your child is ill, allow him or her to remain home until the illness has run its course. Measures we use to determine illness are in our Too Sick for School section. If any of these symptoms happens to a child at school, a parent or guardian will be notified. Students need to be home 24 hours fever and symptom free before they return to school. Be sure your child's emergency card is updated in the office. Students cannot be released to anyone unless they are listed on the emergency card.

Children sent home: In case of injury or illness, every effort will be made to contact parents. In the event of a serious accident, we will call for an aid car to take the child to the nearest emergency room.

## Too Sick for School?

Help Lake Washington School District stop the spread of illness. If you answer "YES" to any of the following questions, keep your student home and contact your school.

1. Has your student been in close contact with anyone with confirmed COVID-19?
2. Has your student or anyone in your household had a positive COVID-19 test for active virus in the past 10 days?
3. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate or self quarantine because of concerns about COVID-19?

### COVID-like symptoms

If your child is experiencing any of the following symptoms within the last 24 hours. PLEASE keep them home and contact your school nurse. If they show any of the following symptoms at school, it is necessary to pick your student up as soon as possible. Return to school must be approved by the nurse after going home sick.

- |   |                            |
|---|----------------------------|
| • Fever of 100.4 or above                     | * Headache                 |
| • Cough                                       | • Loss of taste or smell   |
| • Shortness of breath or difficulty breathing | • Sore throat              |
| • Chills                                      | • Congestion or runny nose |
| • Fatigue                                     | • Nausea or vomiting       |
| • Muscle pain or body aches                   | • Diarrhea                 |

Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.

### Isolation and quarantine

- Students that have any one of the above symptoms will be asked to isolate for 10 days unless they are able to submit a negative molecular\* COVID-19 test to the building nurse/contact tracer.
- Unvaccinated students who are identified as a close contact must quarantine for a minimum of seven full days.
  - o To return to school on day eight post-exposure your student must remain asymptomatic and provide a negative molecular\* COVID-19 test result. The test should occur no sooner than on or after day five post-exposure.
  - o As an alternative, your student may quarantine for 10 full days without additional testing required. They may return to school on day 11 if they remain asymptomatic.
  - o Regardless of length of quarantine, continue monitoring for symptoms for 14 days.
- Vaccinated students who are identified as a close contact and DO NOT have any symptoms will not have to quarantine but should monitor for symptoms for 14 days. It is recommended that they get a molecular COVID-19 test between days three to five days post-exposure.

\*molecular COVID-19 tests: PCR, NAAT, RT-PCR, POC-PCR, TMA



## **Homework Policy**

### **Purpose of Homework**

At Rachel Carson Elementary we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits –foundations for lifelong learning.

### **Homework Time Guidelines**

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSD guidelines:

#### **1<sup>st</sup> and 2<sup>nd</sup> grade**

Approximately 10 - 30 minutes each evening, Monday through Thursday.

#### **3<sup>rd</sup> grade**

Approximately 30 - 45 minutes each evening, Monday through Thursday.

#### **4<sup>th</sup> and 5<sup>th</sup> grade**

Approximately 45 - 60 minutes each evening, Monday through Thursday. This may include additional work on long range projects or extra reading.

No homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, journal writing, or working on a project.

### **Types of Homework**

There are many different types of homework that strengthen, enrich, and expand your child's learning. The following categories are types of homework most frequently assigned at Rachel Carson Elementary:

#### **Practice/Drill Homework**

Students review and practice skills to master and retain learning.

**Examples:** Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

#### **Preparation Homework**

Students prepare for upcoming instruction or activities.

**Examples:** Reading ahead in a text, taking notes, surveying to collect data for an upcoming unit, completing prewriting assignments, completing unfinished work, and gathering materials related to a topic.

#### **Long Range Homework**

Students work projects that require them to integrate skills and content over several days or weeks.

**Examples:** Researching, revising and editing a report, writing a final copy of a report or developing a presentation.

#### **Creative Homework**

Students integrate skills while working on a creative project.

**Examples:** Creating a model, writing a play or poem, rehearsing for a performance, designing a game, illustrating a book, creating a poster.

## **Homework Responsibilities**

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

### **Student Responsibilities**

- Get homework assignment.
- Take homework home.
- Check Haiku sites for additional homework assignments.
- Complete homework to classroom standards.
- Return homework on time.

### **Parent Responsibilities**

- Provide quiet workplace.
- Establish consistent homework time.
- Sign and return paperwork on time.
- Review student work, corrected work.
- Read information sent home regarding curriculum and homework.
- Check Haiku sites consistently for additional homework assignments and announcements.
- Review/discuss homework and corrected work.
- Communicate questions, concerns, or kudos to child and teacher.

### **Teacher Responsibilities**

- Inform parents of classroom homework standards and policy.
- Establish clear and consistent homework routines.
- Teach students how to work to classroom standards.
- Assign appropriate and purposeful homework.
- Post assignments and communication via Haiku on a consistent basis.
- Correct, record, and return homework in a timely manner where applicable.
- Communicate questions, concerns, or kudos to student and parents.

## **Lunch Program**

The lunch program is restricted by law from loaning food service money or to carry debts. However, children do occasionally forget their lunch or lunch money. In this instance an emergency lunch will be given for the first two times and is to be paid back the next day. We cannot allow the build up of negative accounts. After two emergency lunches, children will be given a drink and sandwich only until the account is paid. (They will be charged \$3.00 for this).

Please include your E-mail address on your student's emergency card and account information will be sent directly to your E-mail address. You may also contact Food Service at 425-936-1393

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first-day packet or may be obtained from our Registration Secretary.

### **Lunch Prices**

The following are lunch prices for the 2021-2022 school year:

<b>Individual student lunch:</b>	<b>\$3.25</b>
<b>Individual student milk:</b>	<b>.50</b>
<b>Adult Lunches</b>	<b>\$4.90</b>

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account drop their card in a basket and get their food. The LWSD Nutrition Center notifies you when a child is low on their account, an e-mail will be sent, or a hard-copy notice, reminding you of the shortage. It is the parent's responsibility to keep track of student accounts.

You may make deposits to your lunch account by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; please make a note on the memo line as to how the amount should be split.
2. Calling Food Services at 425.936-1393 and using a VISA or Mastercard to charge a deposit.
3. Charge you Visa or MasterCard online using the secure MySchoolBucks.com site. Step by step instructions are on the LWSD website.

Monthly menus will be available online each month. We will continue our Kids' Way Cafe using student helpers during lunch. Student helpers in 2nd through 5<sup>th</sup> grades will receive a free lunch during their service. Classes will be assigned on a monthly basis.

## **Lunchroom Procedures**

### **Expectations**

- Follow directions the first time given
- Keep hands and feet to yourself at all times
- Walk
- Use an indoor voice
- Dispose of trash and utensils properly

### **Encouragement**

- Soar Tickets

### **Enforcement**

- Verbal warning
- Daily color system to classroom teacher
- Discipline Slip/Administrative referral

**Fighting, vandalism, throwing food, overt defiance, will result in an administrative referral.**

## **Parking Lot Procedures**

Be sure to watch for students when arriving and leaving school.

Please follow the directions of the Safety Patrol teams.

Do not drop off or pick up student in the bus chute.

Have student identification tags visible on passenger side visor.

### **Morning Drive through:**

1. Drive all the way forward to the end of the yellow curb. Children must exit on the passenger side of your car. After the drop off pull out and drive away. **(Right turn only out of parking lot)**
2. As cars pull out and drive away, all remaining cars should pull forward to the yellow drop off line.
3. Do not drop off students in the parking lot, unless you park and walk with them into the building using the allocated crosswalk.
4. It is very important to keep a continuous flow of traffic.
5. Parking is acceptable in the drive through (Yellow) area on the straight away after the crosswalk area. All cars must be moved in preparation for PM pick ups. **Please Do not park in Marked Preschool Drop Off Areas.**

### **Afternoon Front Drive Through**

1. As you arrive, pull all the way forward to the yellow pick up zone.
2. Always remain in your car so you can pull forward as cars depart.
3. If you need to help your child get their car seat buckled, pull forward. Buckling up is necessary, but it would help the flow of traffic if you move forward.
4. There will be a "pick up" zone for all children waiting for their rides.
5. If you need to talk with a teacher or another parent, please park in our lot or at Inglewood.
6. If bus service is provided in your neighborhood, please consider having your child ride the bus. You can pick up your child at the bus stop.

## **Playground Policy**

The basic rules of courtesy and safety will always be observed.

### **Respect Self and Others**

- a. Playground supervisors are the authority on the playground at all times. Follow their directions.
- b. Anything found on the playground should be reported to the playground supervisor.
- c. Share equipment and play fairly with one another. No one is excluded from games.
- d. If a game is in progress, it may be necessary to wait until the game is over to join in.

### **Be Kind and Courteous**

- a. Play away from any P.E. class equipment set up outside for class use.
- b. Respect and protect the feeling of others at all times.
- c. Return all equipment back to your classroom or ball cart when the bell rings.

### **Be On Time**

- a. Line up immediately when the bell rings.
- b. Walk back to your classroom line.

### **Be Safe and Sensible**

- a. Use equipment for its intended purpose.
- b. Fighting, wrestling, tripping, and/or rough play are not allowed.
- c. You must be able to get on and off the bars or any other playground equipment by yourself.
- d. Do not touch or pet stray animals on the playground.
- e. Do not throw objects such as rocks, sticks, pinecones and snowballs.
- f. Play touch football only. Tackling is an unsafe activity.
- g. Carry play equipment safely in the halls.
- h. Food consumption will be permitted on the playground only during school sponsored activities.
- i. You are discouraged from bringing your own items from home. However, sports equipment may be brought to school from home, provided it is the same type of equipment approved for playground use, falls within safety guidelines and is shared with other students.
- j. You are responsible for lost or damaged equipment brought from home.
- k. Wear appropriate clothing for the various weather conditions, hats, rain gear, closed toed shoes.
- l. The wooded areas are off limits.
- m. No electronic toys or equipment are permitted at school, i.e., iPods, CD players, game boys, etc.
- n. Sports equipment will be used in the appropriate areas. Example: Basketball at hoops, rubber balls for wall ball etc.

## **Recess**

### **Expectations**

- Follow directions the first time given.
- Keep hands and feet to yourself at all times.
- Play with equipment properly.
- No teasing, put-downs, foul language or harassment.

### **Encouragement**

- Verbal praise.
- SOAR tickets.
- Positive phone call home.

### **Enforcement**

- Verbal reminder.
- Time-out (5 min.).
- Time-out for remainder of recess and possible phone call home.
- Administrative action.

**Examples of immediate administrative referral include, but are not limited to: Fighting, overt defiance, going off school grounds, and weapons.**

## **Safety Patrol**

School Safety Patrol students will be assigned to crossing areas, to keep all students safe. Students and parents are expected to use designated crosswalks and obey the safety patrol guards on duty. They go on duty at 8:25 a.m. and leave duty at 8:45 a.m. to go to class. At the end of the day they are on duty from 3:15 p.m. to 3:30p.m.

Please note: All students must be picked up by 3:20 pm each day, or 1:50 pm (Wednesday). It is not safe for students to be left out front of the building unsupervised. Parents, please, come to the office and sign out your student if later than 3:30pm. Safety Patrol student should be picked up at 3:30 when their jobs are done.

Safety Patrol guards help students safely cross the streets.

- Crosswalk 1    244<sup>th</sup> Ave NE- in front of Rachel Carson
- Crosswalk 2    NE 8<sup>th</sup> / Inglewood Middle School
- Crosswalk 3    244<sup>th</sup>/ NE 8<sup>th</sup> Roundabout

## **School and District Events**

For High School, Middle School and Elementary School evening events, students must be accompanied by an adult. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools, or at school sponsored events.

Additional parking is allowed at Inglewood Middle School for major school events(Not in the areas marked Bus zone.) **Parking in the red fire zone is not permitted at any time.**

# **SOAR**

Students will be recognized for going above and beyond, demonstrating a positive attitude followed by action.

## **S – Safety First**

- Walking bikes, scooters, etc. on school grounds
- Stay off playground equipment before and after school
- Violation of personal space is not permitted – wrestling, tripping or rough play
- Objects such as snow, rocks, wood chips, etc. should not be thrown
- Touch football only
- Horse play not permitted
- Walk to line up immediately when bell rings
- Walk through halls

## **O – Offer to help others**

- Students will offer help when they see someone in need at Carson
- Students will be acknowledged when reaching out to help their community

## **A – Always try your best**

- Goes above and beyond what is beyond what is being asked
- Always follows directions the first time
- Shows personal best effort
- Comes prepared and ready to learn
- Always truthful
- Actively participates

## **R – Respect our school and each other**

- Treats others the way they want to be treated
- Polite and courteous
- Does not interrupt others
- Helpful to others
- Use whisper voices in halls
- Share, take turns and follow rules
- Good manners
- Treat school and others' property with respect

<b>Carson SOAR Ticket</b>			
Name _____		Teacher _____	
I SOARED by:			
<input type="checkbox"/>	<b>S–<u>Safety First</u>.</b> I went out of my way to make our school a safer place.	<input type="checkbox"/>	<b>A–<u>Always try your best</u>.</b> I went above and beyond what was expected.
<input type="checkbox"/>	<b>O–<u>Offer to help others</u>.</b> I helped someone without being asked to.	<input type="checkbox"/>	<b>R–<u>Respect</u>.</b> I respected myself, our school and/or others.
Comments: _____			
Awarded By: _____ Date: _____			
white copy-student      yellow copy-classroom teacher      pink copy-office			



## **Student Searches**

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, and automobiles parked on campus, may be searched by school district employees if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from students' possession.

## **Vacation Policy**

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by only providing written make-up work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

## **Volunteer Guidelines**

Parents of Rachel Carson students are welcome and encouraged to volunteer at our school. For security reasons, we do require that all volunteers enter through the front door intercom entry system. Visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification when in the school. Please sign out when you leave the school.

A volunteer application must be filled out before working in classrooms, parties or going on field trips with students. It is active for two years. Raptor online applications are available on the LWSD website.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. Please be available to help them figure out problems they may be having.

1. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.
2. Volunteers may act immediately on judgments of student safety.
3. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
4. Volunteers should wait until class time is over to discuss concerns about their child/program.
5. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
6. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
7. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.
8. Please refrain from using cell phones while in the building.

### **Tips for Parents:**

1. Mean what you say and what you mean. Don't promise what you cannot deliver. Please check with the teacher before rewarding students.
2. Respect the child's right to privacy. As a guest in the lives of children and their families, confidentiality is expected at all times.
3. Be an adult friend to the child, but not the parent. Remember that students already have parents and one set is enough. If they come from a culture different from yours, respect it. If you wish, show an interest in their world, their customs, and or their values.
4. Let the child know that you care. All children like to feel there is some special adult who really likes them, without even being paid to care!

### **Please remember:**

1. Students learn best when they feel that they are trusted.
2. Students learn best when they feel that their personal contributions are valued by the teacher or the parent volunteer.
3. Emotions play an important part in learning. The learning environment is improved then students are encouraged to express their feelings.
4. Flexible plans lead teachers and volunteers to open, respectful classroom behavior.
5. Students can learn to evaluate their own work. They do not need external pressure or a reward system. Students learn best how to make decisions when they are allowed to make them.
6. How teachers and volunteers behave and relate to children who have come to learn with them is more important than the knowledge that they transmit.



Dear Rachel Carson School Volunteer:

I would like to thank you for your interest in volunteering at Rachel Carson Elementary School during the 2021-2022 school year. As a volunteer, you are entering into a partnership that will have a direct, positive impact on our students' social and academic successes. At Rachel Carson Elementary School, we have over 465 students, almost 1000 parents, and seventy-five staff members. When we bring this many people together working in one building, it is essential that we all have a common understanding of how we can best work together on behalf of student success. To work best together volunteers agree to:

1. Meet the legal requirement of completing and having approved the Lake Washington District Volunteer Application, disclosure form, and Washington State Patrol background form prior to volunteering with the school.
2. Reading and understanding concepts shared in the Lake Washington School District Volunteer Handbook.
3. Respect the privacy of staff and students by not discussing school matters away from the classroom.
4. Keep all student information confidential. (In fact, disclosing this information is a violation of the Family Educational Rights and Privacy act of 1974 (FERPA).)
5. Avoid being alone with students. (If working one-to-one with a student always do so in a public area i.e. a hallway, classroom, or the library. Please use adult bathrooms in office )
6. Ensure that when working with students, appropriate physical contact should be brief, should not linger, and should not differ from student to student.
7. Check in at the office, sign in, and wear a volunteer visitor's badge, upon each volunteer visit.
8. Call the school, if you cannot make your scheduled volunteer time, so the teachers and students will know you will not be there.
9. Avoid bringing younger siblings along during a volunteer session.
10. Turn your cell phone to vibrate or off.
11. Use only equipment you have been trained to use and report all malfunctions to the office staff.
12. Give staff members the "right of way" on copiers and school equipment. (Copiers are reserved for staff prior to the morning bell.)
13. Always leave an area cleaner than you found it.

Once again, your volunteer work is an essential element to the success of our students. On behalf of our students and staff, thank you!

Sincerely,

Scott Power  
Principal

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Your signature acknowledges that you have read, reviewed, and support policies for the volunteering at Rachel Carson Elementary School.

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Print Name Here

Signature

Date

Child's Name

# 2021-22 Student Rights & Responsibilities

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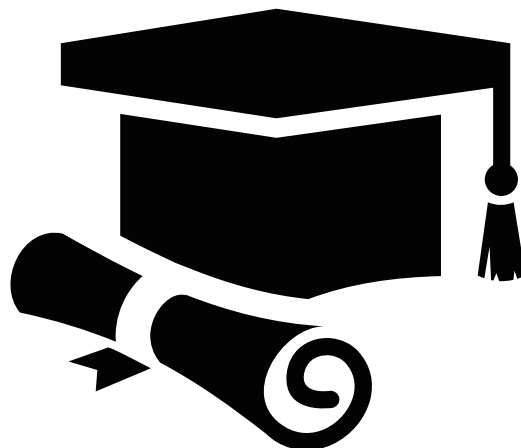
## Introduction

### Purpose

The Lake Washington School District's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the District to provide a positive, harmonious environment in which diversity is respected and encouraged.

This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of District expectations. These expectations help to reinforce the District's mission and the core values of a democratic society. They express the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy numbers (i.e, 3200). The complete policies are available on the district website: [www.lwsd.org](http://www.lwsd.org).



### Student Rights and Responsibilities (3200)

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities
<ul style="list-style-type: none"> <li>Students have the right to a safe environment free from intimidation, sexual harassment and assault.</li> <li>Students have the right to a productive learning environment.</li> <li>Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.</li> <li>Students have the right to safe passage to and from school, and while on campus.</li> <li>Students have the right to expect staff to help them solve their problems.</li> <li>Students have the right to engage in the grievance process.</li> <li>Students have the right to remain anonymous when reporting a violation of school rules.</li> <li>Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.</li> <li>Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</li> <li>Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.</li> </ul>	<ul style="list-style-type: none"> <li>Students are responsible for their own behavior.</li> <li>Students are responsible for respecting the property of other people and school property.</li> <li>Students are responsible for attending school and all classes daily and on time.</li> <li>Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.</li> <li>Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</li> <li>Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.</li> <li>Students are expected to make a determined effort to learn.</li> <li>Students are expected to follow the instructions of teachers and other school staff.</li> <li>Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</li> </ul>

## Attendance

### Absences & Excuses (3122, 3122P)

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

### Truancy (3122, 3122P)

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused absences** in a month, or **ten unexcused absences** in an academic year.

## Discipline Process

### Discipline (3241, 3241P)

To support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when discipline is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor/Initial** – The impact of the student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

Lake Washington School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved (i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

The school's jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school-sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity that school authorities have reason to believe will have a disruptive effect upon the operation or the learning environment of the school or impinge on the rights of other students or staff at school.

## General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness.

Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Specific information regarding limitations and due process for student discipline can be found in District policy ([3241](#), [3241P](#)).

## Definitions

**Discipline:** Any action taken by the District in response to a violation of behavioral expectations (D).

**Suspension:** Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. Short-term suspensions (STS) are for no more than ten consecutive school days. Long-term suspensions (LTS) exceed ten consecutive school days.

**Expulsion:** Denial of admission to the student's current school placement in response to a behavioral violation (E).

**Emergency Expulsion:** The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency expulsion (EE) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

**School Business Day:** Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, on which the Office of the Superintendent is open to the public for the conduct of business.

## Student Searches ([3230](#))

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.



## Codes of Conduct

### Exceptional Misconduct (3240P)

Any conduct that materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and/or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

#### Codes:

- Discipline (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
<b>Arson</b>	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	EE/STS/ PC/R	EE/LTS/ PC/R	EE/E/LTS/ PC/R
<b>Assault</b>	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	EE/STS/PC	EE/LTS/PC	EE/E/LTS/ PC
<b>Dangerous Weapons and Other Unsafe Items</b>	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	EE/D/STS/ PC	EE/STS/ LTS/PC	EE/E/LTS/ PC
<b>Alcohol</b> Possession Use Transfer	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.	EE/STS/ A/PC	EE/STS/ LTS/A/PC	EE/STS/ RA/PC
<b>Drugs</b> Possession Use Paraphernalia	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	EE/STS/A/ PC	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
<b>Firearms</b>	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	EE/E/PC	EE/E/PC	EE/E/PC



Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
<b>Harassment, Intimidation, Bullying</b>	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC	EE/STS	EE/STS
<b>Illegal Acts</b>	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R
<b>Sexual Harassment</b>	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC	EE/STS/PC	EE/LTS/PC
<b>Threats</b>	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

## Other Forms of Misconduct (3240)

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition	Minor/Initial	Moderate/ Repeated	Severe/ Persistent
<b>Academic Dishonesty</b>	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LOSS OF CREDIT ON ASSIGNMENT	D/RC/LOSS OF CREDIT ON ASSIGNMENT	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D	EE/STS	EE/STS
<b>Attendance/ Truancy</b>	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
<b>Disruptive Conduct/ Behavior</b>	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
<b>Dress Code</b>	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	CHANGE CLOTHES	D/RC + CHANGE CLOTHES	EE/STS
<b>Endangerment of Others</b>	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
<b>Extortion/Blackmail and Coercion</b>	Extorting or attempting to extort any item, information, or money.	D/RC	EE/STS	EE/LTS
<b>Fighting</b>	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	D/RC	EE/STS	EE/LTS
<b>Forgery</b>	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
<b>Gambling</b>	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC/CD	EE/STS/CP	EE/STS/CP
<b>Gang Activity</b>	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	EE/D/PC	EE/STS/PC	EE/LTS/E/PC
<b>Hazing</b>	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	EE/D	EE/S	EE/LTS/E
<b>Immediate Danger and Disruption</b>	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	EE/D/PC	EE/STS/A/PC	EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
<b>Interfering with School Investigation</b>	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC	EE/STS	EE/STS
<b>Lying</b>	Telling or writing untruths.	D/RC	STS	STS
<b>Negative Community Action</b>	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	D/RC/R	EE/STS/PC	EE/LTS/PC
<b>Physical Aggression</b>	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e., unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
<b>Prohibited Use of District Network and Digital Resources</b>	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS/PC/R/LP	EE/LTS/PC/R/LP
<b>Theft/Robbery</b>	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	D/R/RC	EE/STS/R/PC	EE/LTS/R/PC
<b>Tobacco and Smoking Paraphernalia</b>	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	D/DIVERSION	STS/DIVERSION	STS/A
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.	D	EE/STS	EE/STS
<b>Unauthorized Use of Cell Phones or other Electronic Devices</b>	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	CD/CP	CP	D/CP
<b>Unauthorized Use of Equipment</b>	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	CD/CP	STS/CP/LP	LTS/CP/LP
<b>Vandalism/Destruction of Property</b>	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/D	EE/STS/R/PC	EE/LTS/R/E/PC
<b>Vulgar or Lewd Conduct/ Profanity</b>	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	D/RC	EE/STS	EE/STS
<b>Willful Disobedience, Failure to Cooperate, and Disrespect</b>	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	D/RC	EE/STS	EE/LTS

## Athletic/Activities Code of Conduct

As members of a school team or WIAA sponsored activity that represents Lake Washington School District, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong, healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletics/activities or attending a team-related activity such as out-of-season camps or tournaments. These rules will apply at all times throughout the school year, which is defined as beginning with fall tryouts to the last day of school, and includes any summer team-related activities. They will remain in effect for one calendar year from date of signature.

### **Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances**

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

**1st Violation:** A participant in possession and/or use of a controlled substance, and/or "legend drugs" including anabolic steroids, or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and/or remaining at an event where it is reasonably known by those present that consumption any of the above mentioned substances by a minor(s) occurs. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself beyond all reasonable doubt and proximity from the situation. Ineligibility for possession or use shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete will meet with the school authorities. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program. A participant who seeks and/or receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful use of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.

**2nd Violation:** A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 will be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

**3rd Violation:** A participant who violates for a third time RCW 69.41.0202 - 69.41.050 or of RCW 69.50 will be permanently ineligible for interscholastic competition.

Sale and/or distribution - per Lake Washington School District Policy, the sale and/or distribution of alcohol, or prescription or non-prescription drugs will result in the student automatically being placed on Step #2 of the Athletic/Activity Code.

### **Tobacco Products, Chemicals or Devices (e-cigarettes, vaporizers, cigarettes, chew, etc.)**

**1st Violation:** The possession and/or use of tobacco products or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances will result in: 1. The student will be suspended for a minimum of one week of competition. 2. The attendance of a cessation class will be mandatory.

**2nd Violation:** 1. The student will be suspended for 10 weeks of competition. If there is not 10 weeks left in the current season the suspension will carry over to the next competitive season in which they are a returning athlete. 2. Before an athlete can again represent Lake Washington School District in athletics they must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products.

**3rd Violation:** A student athlete who violates for a third time will be permanently prohibited from participating in any WIAA member school athletic program or activity.

### **Conduct Rules**

Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All Lake Washington School District athletes are expected to adhere to all Lake Washington School District policies as explained in each school's Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

### **Hazing Rituals**

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

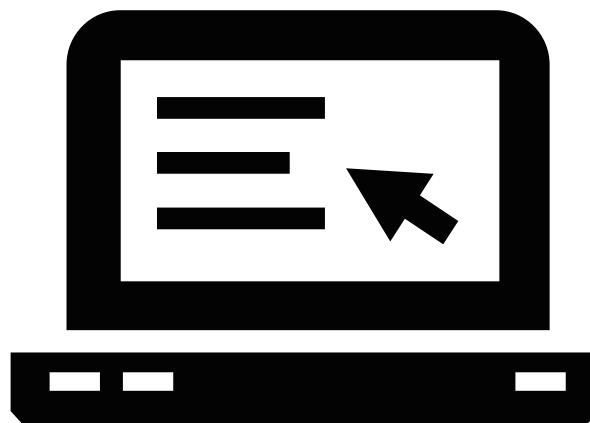
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals as they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team or group. The coach, advisor and parents are informed of the ceremony and invited to participate.

**Parents/guardians who wish to contest discipline may submit a grievance to the school principal for an informal conference.**

## Technology Code of Conduct (2022P)

Lake Washington School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures (AUP).



As a condition of connecting personal equipment to the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats.

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> <li>• Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.</li> <li>• Do not destroy, modify or abuse computer hardware or software in any way.</li> <li>• Do not delete or add software or peripheral equipment to district computers without advance permission.</li> <li>• Do not use personal wireless hotspot devices while at school.</li> <li>• Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.</li> <li>• Do not attempt to tunnel or VPN to another computer through the district network.</li> <li>• Do not use USB to run executable (.exe) files.</li> <li>• Do not use district provided storage for games, executable files or inappropriate content.</li> <li>• Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.</li> <li>• Keep food and beverages away from laptops and desktops at all times.</li> <li>• Computer lab use – <ul style="list-style-type: none"> <li>○ Use only when a staff member is present.</li> <li>○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use district computers for educational purposes only. No personal, commercial or political activity is allowed.</li> <li>• Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.</li> <li>• Students should leave games, other non-district software, entertainment, and social networking at home.</li> <li>• Do not use the Internet to access or process pornographic or otherwise inappropriate material.</li> <li>• Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.</li> <li>• District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).</li> <li>• Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.</li> <li>• Never attempt to "hack" into another student's or staff member's account.</li> <li>• Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.</li> </ul>
	3. Be academically honest.
	<ul style="list-style-type: none"> <li>• Do not assume that because something is on the Internet that you can copy it.</li> </ul>



## Bus Conduct (6605)

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each school year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district. Safety may be compromised if the driver becomes distracted by students who violate the rules.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

### Corrective Action for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration of the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

### Grievance

Parents/guardians who wish to contest a suspension may submit a grievance to the school principal for an informal conference.



#### Safety expectations at the bus stop

- Arrive at the bus stop five minutes before the scheduled bus time.
- Do not stand or play on the roadway while waiting for the bus.
- Wait to board the bus in an orderly manner.
- Respect private property while waiting for the bus.

#### Safety expectations while riding the bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Elementary and middle school students need to ride their assigned bus and get off at their assigned stop, unless they have a bus pass signed by the school (certain routes may not allow bus passes based on available seating).
- Keep their head, hands, feet, and belongings inside the bus at all times.
- Only consume food or beverage if the driver has given permission to do so.
- Windows may be opened six inches; however, close the windows if the driver asks that windows remain closed.
- Do not bring animals onto the bus (service-animals excepted).
- Keep belongings (backpacks) out of the aisle.
- Remain seated while the bus is starting, stopping, or otherwise in motion.
- If assigned a specific seat by the driver, sit in that seat at all times.
- Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.

## Corrective Action for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to 10 cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with the principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.

## Special Education and Preschool Drop-Off Procedure

A parent or guardian must be present when special education and preschool students are dropped off. Parents are to provide the driver with a list of adults approved to receive their student. Exception: with written approval by the parent and school, a special education student may be dropped off without an adult present.

## Securing of Special Education and Preschool Students

If a student is required to be secured in the bus, it is the parents/guardians responsibility to load and secure their student going to school and to unsecure and unload their student when arriving at home.

## Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

Visit the district's [Transportation](#) web page for more information.

## Prohibition of Discrimination and Harassment

### Human Dignity (4010)

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested+ in the daily behaviors of students, staff, and volunteers.

### Nondiscrimination (5010)

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

#### Civil Rights Coordinator

Director of Human Resources  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1266  
[civilrights@lwsd.org](mailto:civilrights@lwsd.org)

#### Title IX Coordinator

Director of Athletics & Activities  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1367  
[titleix@lwsd.org](mailto:titleix@lwsd.org)

#### Section 504/ADA Coordinator

Director of Special Services  
16250 NE 74th Street  
Redmond Washington,  
98052  
425-936-1407  
[section504@lwsd.org](mailto:section504@lwsd.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

## **Sexual Harassment (3205, 3205P)**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

## **Harassment, Intimidation and Bullying (3207, 3207P)**

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

**You can report harassment, intimidation or bullying** to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, [StopBullying@lwsd.org](mailto:StopBullying@lwsd.org)). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (3240, 3240P)**

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored events or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any illegal or other substance representative as such.

### **Dangerous Weapons (4210)**

The safety of students and staff in our schools is paramount. As such, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

Fake weapons or props for District-approved activities such as school plays or assemblies, approved presentations or military displays, and starter pistols used for sports activities, are permitted with prior approval of the building principal. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the adult activity sponsor, and must be locked up when not in use for the activity.

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or



guardian permission, to possess personal protection spray devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

## Other Policies

### Health Room/Medication ([3416](#), [3416P](#))

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 a.m. and 1:00 p.m. daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the Lake Washington School District medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last day of school.

### Child Find ([2161P](#))

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District

through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

### Enrollment/Inter-District Transfer Agreements and In-District Variances ([3131](#), [3141](#), [3110](#))

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website for timelines and processes.

### Student Records/Family Educational Rights and Privacy Act ([3231](#))

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to September 15 of each school year.

Directory information is routinely used by the District in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

### Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 425-529-5763
2. Text: Text your tip to 425-529-5763
3. Email: [1342@alert1.us](mailto:1342@alert1.us)
4. Web: <http://1342.alert1.us>



Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.